**Transylvania Software**

**Miami, Florida**

**To:** Mr. White

Chairman, Transylvania Software

**From:** Heather Bond

Vice President, Marketing

**Subject:** May Sales Data

The May sales data clearly indicate that Pittsburgh is outperforming our other geographic areas. It is my feeling that Ms. Brown, the office supervisor, is directly responsible for its success and that she should be rewarded accordingly. In addition, we may want to think about transferring her to Buffalo, as they are in desperate need of new ideas and direction. I will be awaiting your response after you have time to digest the information presented.